

Grace Presbytery
Review of Session Minutes Questionnaire for 2018

Please print or type **ONE** letter in each box. For example:

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Name of Congregation																				
City																				
Clerk of Session's Name																				
Clerk of Session's Email																				
Clerk of Session's Phone																				
Moderator's Name																				
Moderator's Email																				
Moderator's Phone																				

Please indicate the page number (not date) where each of the items below are located in the minutes. If the minutes do not record an item, write "None" instead of the page number. Please include an **index** at the end of the minutes.

	Items Required by the Book of Order	Page Numbers
1	Date, time and location of each stated (regular) meeting of session. The session must meet at least quarterly each year. (G-3.0203)	
2	Date, time and location of each called (special) meeting and who called it (G-3.0203)	
3	Quorum declared (50% + 1) and attendance listed: all members present, absent, excused and any guests present (G-3.0101)	
4	Approval of minutes of previous meeting including all motions, actions and reports (or summaries) submitted to the session (Roberts Rules §48)	
5	Prayer at the beginning and end of each meeting (G-3.0105)	
6	Clerk of Session and Moderator signatures at the end of each meeting's minutes (Roberts Rules §48)	
7	Minutes of congregational meetings included in the session minute book along with the signatures of the clerk and moderator (G-3.0204)	
8	Session authorizing the permanent storage of records in the Presbyterian Historical Society archive or other secure location (G-3.0107)	
9	Summary of the General Assembly Annual Statistical Report as approved by session (G-3.0202f)	
10	Annual reports (or summaries) from congregational groups received by the session (G-3.0108)	
11	Report of the annual financial review (audit) approved by the session (G-3.0205)	
12	Annual budget showing income sources, operating expenses, and mission funds recipients (G-3.0205)	
13	Income and expense reports (G-3.0113 and G-3.0205)	
14	Receipt and expenditures of special funds such as memorial funds and endowments (G-3.0113 and G-3.0205)	
15	Loans approved and a report of plans for repayment (G-3.0205 and G-4.0206)	
16	Election of ruling elders as commissioners to meetings of the presbytery (G-3.0202a)	

	Items Required by the Book of Order	Page Numbers
17	Reports to session from commissioners to meetings of the presbytery (G-3.0202a)	
18	Items of communication from the presbytery reported to the session (G-3.0202c)	
19	Session authorization of Baptisms (W-2.3011)	
20	Names of people and dates when baptisms were celebrated (W-2.3011)	
21	Session authorization of observances of the Lord's Supper (W-2.4012)	
22	Services and dates when communion was celebrated (W-2.4012)	
23	Newly ordained ruling elders examined and trained by the session (G-3.0201c)	
24	Newly ordained deacons (if any) examined and trained by the session (G-3.0201c)	
25	Session approval of church school teachers and leaders (G-3.0201c)	
26	Session approval of the use of the church building and property by outside groups (G-3.0201c)	
27	Session approval of contracts including rental of church building space (G-3.0201c and G-4.0206)	
28	Congregation review of the compensation for the installed pastor, co-pastors and associate pastors (G-1.0503c)	
29	Session review of the compensation for interim pastors, interim associate pastors, stated supplies, and temporary supplies (G-1.0503c)	
30	Work of the pastor, co-pastors and associate pastors reviewed, and feedback given to them (G-2.0504a)	
31	Work of all employees were reviewed, and feedback given to them (G-2.0504b)	
32	Actions and reports concerning Inquirers and Candidates under the care of the session (G-2.0605)	
33	Reception of new members including names of new members (G-1.0303)	
34	Roll of Active Members reviewed – must be done annually (G-3.0201c)	
35	Manual of Administrative Operations reviewed – must be done annually (G-3.0106)	
36	Child and Youth Protection Policy reviewed – must be done annually (G-3.0106)	
37	Sexual Misconduct Policy reviewed – must be done annually (G-3.0106)	
38	Property, Liability and Directors and Officers insurance policies reviewed – must be done annually (G-3.0112)	

Please leave a space at the end of the last set of minutes for the affixing of the sticker regarding the date of the presbytery's review of the minutes. Please submit this completed questionnaire along with the session minutes for 2018 and follow the instructions sent to you concerning place, time and deadlines for review. Thank you for your service!